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MONTANA ADVANCED PLACEMENT (AP) EXAM FEE WAIVER 2011

Montana waives the entire AP Exam fee for low-income students. AP coordinators must complete three important tasks (Step 3 is new for 2011) for their school to be appropriately credited for available fee reductions:

Step 1: Fill in the Fee Reduction Oval on the Answer Sheet

AP coordinators must indicate which students are eligible for fee reductions by filling in the appropriate oval on the student's registration answer sheet.

In the "School Use Only" Section on the test's answer sheet there are two fee reduction ovals. Only one oval should be filled in for each student eligible for funding.

Step 2: Generate and Submit an Invoice to the AP Program and a Copy to the Office of Public Instruction

All schools must generate an invoice online and mail the completed invoice to the AP Program by June 15, 2011. Use the envelope provided with your exam shipment. Failure to submit the report will result in late fees, inaccurate crediting of federal and state fee reductions to the school's account and potentially the inability to order AP Exams next year. Schools must also submit the "State copy" of the invoice to the Office of Public Instruction. <http://professionals.collegeboard.com/testing/ap/coordinate>

Step 3: Certify the Number of Qualifying Students to the Office of Public Instruction

All schools must certify that the number of qualifying students reported on the AP invoice matches the number of qualifying students who actually took the exam. A copy of a low-income student roster or the school's statement of certification must be mailed with the AP "State copy" invoice to the Office of Public Instruction, PO Box 202501, Helena, MT 59620-2501.

Definition of a low-income student: A low-income student is defined as one eligible for free or reduced-price meals; or eligible under Section 1124 of ESEA; or eligible to receive medical assistance under the Medicaid program of Title XIX of the Social Security Act; or from a low-income family receiving assistance under Part A of Title IV of the Social Security Act.

The district must keep on file documentation of the low-income status for these students.